

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission										3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No.					
<input type="checkbox"/> Redescription		<input checked="" type="checkbox"/> New		<input type="checkbox"/> Hdqtrs		<input checked="" type="checkbox"/> Field								6. OPM Certification No.							
<input type="checkbox"/> Reestablishment		<input type="checkbox"/> Other												9. Subject to IA Action							
Explanation (Show any positions replaced)										7. Fair Labor Standards Act		8. Financial Statements Required		11. Position Is		12. Sensitivity					
Standard MWR NAF PD										<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		<input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		<input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
										10. Position Status		11. Position Is		12. Sensitivity		13. Competitive Level Code					
										<input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		<input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial		<input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		14. Agency Use					
										<input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		<input type="checkbox"/> Neither				NAF					
15. Classified/Graded by		Official Title of Position						Pay Plan		Occupational Code		Grade		Initials		Date					
a. Office of Personnel Management																					
b. Department, Agency or Establishment																					
c. Second Level Review		Catering Manager						NF		1101		03		SN		12-31-01					
d. First Level Review																					
e. Recommended by Supervisor or Initiating Office																					
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)											
18. Department, Agency, or Establishment										c. Third Subdivision											
a. First Subdivision										d. Fourth Subdivision											
b. Second Subdivision										e. Fifth Subdivision											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)											
Signature										Date		Signature									
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position											
Typed Name and Title of Official Taking Action										OPM Intro to Position Classification Standards TS-134 Jul 95 TS-107 Aug 91 GS-1101 General Business and Industry											
S. J. NEW																					
Principal Classifier										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.											
Signature										Date											
										12-31-01											
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date					
a. Employee (optional)																					
b. Supervisor																					
c. Classifier																					
24. Remarks																					
25. Description of Major Duties and Responsibilities (See Attached)																					

NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Catering Manager POSITION NUMBER 01-0058 JOB SERIES: 1101 LEVEL: NF-3 Summary of Duties:

Plans special events such as membership affairs, command functions, cultural events, balls, etc. Meets with clients, discusses requirements such as date, number of guests, occasion, and explains services offered, i.e., room, decorations, menu, entertainment, etc. Makes recommendations, if needed. Costs function, prepares contract, signs and obtains clients signature deposits, if required.

Coordinates food and beverage needs with appropriate club personnel. Arranges required supplies, decorations, equipment, and personnel. Maintains private party book and contract file. Follows-up with client evaluation of services rendered.

May promote catering program. May prepare private party brochures and advertising material. May establish catering prices. May supervise private party personnel.

Performs other related duties as assigned.

Minimum Qualifications:

Three years experience that demonstrates knowledge of standardized mess/club or comparable food service and beverage practices and procedures, pricing, and ability to coordinate with various work stations to satisfy customer catering and party requirements. Skills necessary to assist customers in planning delivery of services. Knowledge of methods and procedures for purchasing required food products, including proper storage to prevent spoilage and pilferage. Ability to prepare reports and complete simple contractual arrangements.